COMPT ‒71‒0122

25 March 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Federal Management Circular (FMC) 74-2 (ADP/MIS)

1. FMC 74-2 issued by GSA's Office of Federal Management Policy, February 25, 1974 supersedes OMB Circular A-83, revised October 5, 1971. It continues a requirement (now under the authority of GSA, vice OMB) for agencies to participate (report) in a Government-wide management information system for automatic data processing--ADP/MIS.

2. The Federal ADP/MIS was inaugurated in 1967 by OMB Circular No. A-83. It required all Federal Agencies to report their ADP resources to GSA on a recurring basis. CIA responded by compiling the required data; but, because it was classified, it could not be submitted to GSA for the (unclassified) Federal ADP/MIS. Instead, starting in July, 1967 the Agency's ADP/MIS data was furnished directly to the International Programs Division, OMB. By 1972 we were furnishing pertinent ADP resource information to OMB with the Agency's annual program plan and budget submissions so discontinued sending detailed machine listings from the ADP/MIS.

3. In February 1971 GSA published a revised Reporting Procedures Manual for its ADP/MIS which (interestingly) excluded CIA from its list of reporting agencies. While complying with the spirit and intent of Circular A-83, we minimized our internal reporting workload and increased the internal benefits by omitting or modifying some data elements from the GSA system and implementing our own inhouse ADP/MIS. Attached is a list and explanation of the respective data elements in the GSA and the CIA ADP/MIS systems. These two systems are fairly compatible.

4. Some alternatives in response to FMC 74-2 follow.

a. Comply fully with the reporting procedure set forth in GSA's ADP/MIS Reporting Procedures Manual. In order to do so we'd first have to request GSA to assign CIA an identification

code for its data base. Secondly, we'd identify (supposedly for publication in the GSA manual) the CIA functions supported by ADP. Much of the Agency data requested for input to the GSA system would be classified (e.g., name and location of some Agency ADP facilities and contractors) and much of it would not serve the intent and purpose of the Federal ADP/MIS (i.e., Government-wide sharing of available ADP resources).

[handwritten: because it would be classified]

b. Continue, in accordance with our present understanding with GSA, to maintain an inhouse ADP/MIS which is a reasonable surrogate for their system. Our classified ADP/MIS data base provides information which is useful in the Agency's program planning and budget documentation for OMB. It also enables us to answer specific questions which GSA raises in carrying out its Government-wide ADP responsibilities and it assists in our day by day ADP operational planning and record keeping in conjunction with work measurement and the costing of functions supported by ADP.

c. Request formal exemption from FMC 74-2. This does not seem to be an appropriate alternative because management wishes to cooperate with GSA if there is no conflict with the DCI's statutory obligations--even though literal compliance would pose additional data collection, processing and reporting problems; involve security matters, and serve no really useful purpose.

5. I recommend alternative b. We should continue with a stream-lined inhouse version of GSA's system to maintain an inventory of the Agency's ADP equipment (several thousand items rented and owned) and process summary records of our ADP resources and obligations to keep management appropriately informed. Positive steps should be taken, however, to consolidate this reporting and ADP project cost accounting to deal with all the different purposes (functions) for which ADP is used in the Agency. OJCS (in coordination with O/Compt and probably ISAS) should be the focal point in such ADP/MIS developments related to FMC 74-2.

STAT

IPS O/Compt

Attachments
  As stated
  FMC 74-2

2

BOTTOM

| UNCLASSIFIED | | | CONFIDENTIAL | | | SECRET |

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Taylor		
2	Mr. Iams	~2/3	JDS
3			
STAT		1 Apr.	
5	Linda - For Dist of FMC 74-2		
6	IPS		

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

STAT [   ] asked IPS for a recommendation on how to deal with FMC 74-2. Attached is background and a suggestion for future handling. Should OJCS (and ISAS?) have a copy?

ILLEGIB

STAT

b. sounds very reasonable to me

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
STAT 4E50	26 Mar 74

| UNCLASSIFIED | | CONFIDENTIAL | | SECRET |

(40)

ATTACHMENT

25 March 1974

GSA's ADPMIS

I. Unit Record: identifies the office or contractor which is reporting.

Data Element	Remarks
*Agency Code	CIA is presently excluded, has no GSA assigned code
*Unit No.	Number assigned by Agency to office or contractor reporting.
CLI	Classified Location Indicator, i.e., "C"
Operator	Unit operated by federal or state Agency, Contractor, etc.
State/County	Omit if unit is at a classified location
City	Omit if unit is at a classified location
Bureau	Name of organization below Agency level-- directorate
Office	Name of office or contractor reporting.

*Data elements common to all records.

II. <u>System Record</u>: identifies hardware system (CPU and peripherals)

Data Element	Remarks
* System No.	a common number for all machines in a system
Manufacturer	e. g. , IBM
System Name	e. g. , IBM 370158
Exemption	e. g. , mobile system, exempt from utilization reporting
Type System	e. g. , has one CPU, no remotes
Agency Release	planned/actual date agency releases system
Unit Release	planned/actual date unit releases system
Disposition	e. g. , returned to manufacturer
Interconnection	CPU network cross reference
Hardware On Time	"yes" or "no" hardware delivered on time?
Days Late	number of days late delivery
Software On Time	"yes" or "no" software delivered on time?
Days Late	number of days late delivery
Days Tested	number of days for system test
Procurement	sole source or competitive?

* Data element common to all machine records

III. <u>Machine Record</u>: identifies a piece of ADP equipment

Data Element	Remarks
Class	e.g., card reader, printer, multiplexor
Manufacturer	name of manufacturer
Serial No.	machine serial number
Supplier	name of vendor
Acquisition	e.g., from vendor, from other agency
Owner	e.g., leasing company, government
Disposition	e.g., return to manufacturer
Maintenance	e.g., by manufacturer, in house
Government Acquisition	date acquired by Federal Government
Unit Acquisition	date acquired by reporting unit
Purchase Date	date machine is purchased
Release Date	date released by unit
Purchase Price	contract price, less credits or discount
Rent	basic monthly rent
Maintenance	monthly maintenance charge for owned machine
Procurement	"yes" or "no" procured through FSS

3

IV. Function Record: identifies functions supported by ADP
     (a list of functions for each reporting agency is furnished
     in Appendix G of GSA's ADPMIS Manual)

Data Element	Remarks
Unit	name of office or contractor reporting
System	identify computer system
Function	name agency functions supported by each computer.
Sub Function	name (office) sub functions supported
Percentage	indicate % of computer service given to each function above, total must equal 100%.

V. Utilization Record: A report on computer in service and down time

Data Element	Remarks
Preventive Maintenance	hours per month
Remedial Maintenance	hours per month
Other Downtime	hours per month
In Service	hours per month
In Service Next Year	hours per month
Available Next Year	hours available to other users (agencies)

VI. <u>Manpower and Cost Record:</u> a summary of each ADP unit's resources

Data Element		Remarks
Unit		Office or contractor reporting
Civilians	manyears	
Military	"	
System Analysts	"	
Programmers	"	
Maintenance	"	(in house ADPE maintenance)
Keypunch	"	
Equipment Operators	"	
Equipment Selection	"	(time selecting new computers)
EDPE Purchase	dollars	
PCAM Purchase	"	
Other Purchase	"	
Site	"	(site preparation/modification)
Civilian Pay	"	
Military Pay	"	
EDPE Rent	dollars	
PCAM Rent	"	

Data Element		Remarks
Mag Tape	dollars	
Disk Pack	"	
Spare Parts	"	
Supplies	"	
Other	"	(e. g. , "fringe benefits")
Commercial ADPE Service	"	
Commercial Programming Service	"	
Commercial Maintenance Service	"	
Commercial Key Punch Service	"	
Commercial Other Service	"	(e. g. , ADP consultants)
ADPE Service from other Agencies	"	
Programming Service from other Agencies	"	
Keypunch Service from other Agencies	"	
Other Service from other Agencies	"	
Funds for Service to other Agencies	"	

CIA's ADPMIS

I. <u>Unit Identification Record</u>: identifies the office which is reporting
    (data required from contractors is collected and reported by
    the contracting office)

Data Element	Remarks
Unit No.	first two digits of Agency FAN number
Directorate	e. g. , S&T
Office	e. g. , ORD
Coordinator	name and phone, if questions
Location	e. g. , Headquarters, Ames, Field

II. <u>System Identification Record</u>: identifies hardware system
    (e. g. , CPU and peripherals)

Data Element	Remarks
System No.	a common number for related (interconnected) machines
Manufacturer	e. g. , IBM
Name	e. g. , IBM 370/158
Remarks	e. g. , MAX I facility

III. <u>Machine Record:</u> identifies a machine in the Agency's ADPE inventory, including planned acquisitions

Data Element	Remarks
Class	e.g., card reader, disk drive (use GSA's class code)
Manufacturer	e.g., IBM (use GSA's abbreviation)
Type-Model	e.g., 3330-1
Serial No.	no. assigned by manufacturer
Installation Date	mo/year
Release Date	mo/year
Purchase Date	mo/year (budget year obligation)
Purchase Cost	dollars (price, less credit or discounts)
Maintenance	equipment maintenance contract cost
Rent	basic monthly rate
Acquisition	e.g., from vendor (GSA's code)
Disposition	e.g., to vendor (GSA's code)

<u>Note:</u> We machine process the input (reported) data and maintain a data base with the Agency's total ADPE inventory values for the past year, current year, budget year and program planning year.

7

IV. <u>Manpower and Cost Record</u>: a summary of each unit's ADP resources

Data Element	Remarks
FY	fiscal year
Positions	no. of ADP type positions (slots)
Operator	machine operator man years
Op Support	operational support man years (e. g. , tape librarians)
Key Punch	KP operator man years
Maintenance	in house equipment maintenance man years
Systems Program	systems programmer man years
Programmer	job programmer man years
Management	ADP supervisor/manager man years
Other	other ADP support man years
Salaries	total salaries and benefits for ADP types
Equipment Purchase	ADPE purchase dollars
Equipment Rent	ADPE rental dollars
Contracts	funds for ADP type contracts
Site	funds for ADP site modifications
Other	ADP supplies and other related costs

> # GENERAL SERVICES ADMINISTRATION
> ## OFFICE OF FEDERAL MANAGEMENT POLICY
>
> # *FEDERAL MANAGEMENT CIRCULAR*
>
> FMC 74-2:   ADP management information system   (ADP/MIS)

February 25, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

1. Purpose. This circular prescribes the policy and criteria for the continuing development of a management information system (MIS) for automatic data processing (ADP) activities in the Federal Government.

2. Supersession. This circular supersedes Office of Management and Budget (OMB) Circular A-83, dated October 5, 1971.

3. Policy intent. This circular continues the requirement for developing, operating, and maintaining an ADP/MIS to assist the General Services Administration (GSA) and other Federal agencies in carrying out their management responsibilities for the most effective and efficient utilization of ADP.

4. Applicability and scope.

   a. Applicability. The provisions of this circular are applicable to all Federal agencies (as defined in FMC 73-1) having organizations (referred to herein as ADP units) that:

      (1) Use or plan to use ADP equipment; or

      (2) Acquire or plan to acquire ADP services offered from Government or other sources; or

      (3) Perform ADP functions, such as coordinating ADP programs, and/or incur obligations in such activities as designing, developing, programing, and implementing ADP systems; reviewing, recommending, or selecting ADP equipment; approving the acquisition of ADP equipment or services; or providing ADP services on a consulting or project basis for agency ADP units; or

      (4) Have Government contractors (including educational institutions and other not-for-profit contractors or organizations) who operate ADP equipment in the performance of work

under cost reimbursement-type contracts or subcontracts when the equipment is:

(a) Leased, and full lease costs are paid by the Government under one or more contracts; or

(b) Furnished to the contractor by the Government or is purchased by the contractor for the account of the Government or title will pass to the Government; or

(c) Installed in Government-owned, contractor-operated facilities; or

(5) Have contracts involving any of the elements prescribed in this circular.

Information required on ADP equipment that is contractor owned or leased will be reported by the agency having primary contract administration cognizance or, in the absence of an assignment of primary cognizance, by the agency having the preponderence of business with the contractor in terms of dollar value of contract sales.

b. Exemptions. The following classes of ADP equipment are fully or partially exempt' from the reporting requirements of this circular.

(1) Full exemptions:

(a) Analog computers even though a part of a hybrid system (The digital computer portion of the hybrid computer system is not exempt.); and

(b) ADP equipment which is both integral to a combat weapon or space system and built or modified to special Government design.

(2) Partial exemptions:

(a) Control systems equipment is exempt from system utilization reporting and from related summary ADP manpower and cost reporting but not from management/function/use and all other inventory information reporting;

(b) Classified systems equipment is exempt from system utilization reporting and from related summary ADP manpower and cost reporting; and

(c) Mobile systems equipment is exempt from system utilization reporting only.

2

5. Definitions.

a. "Analog computer" is a computer which operates on continuous data as distinguished from discrete data. It translates physical conditions such as flow, temperature, pressure, angular position, or voltage into related mechanical quantities and uses mechanical or electrical equivalent circuits as an analog for the physical phenomenon being investigated.

b. "Automatic data processing (ADP) equipment" for the purpose of this circular includes general purpose and special purpose (built to Government specifications) electronic data processing equipment and punch card accounting machines irrespective of use, application, or source of funding.

c. "Classified system equipment" is ADP equipment, the physical location of which is classified.

d. "Control systems equipment" is ADP equipment which is an integral part of a total facility or larger complex of equipment and has the primary purpose of controlling, monitoring, analyzing, or measuring a process or other equipment.

e. "Hybrid computer" is a computer for data processing using both analog representation and discrete representation of data.

f. "Digital computer" is a computer that operates on discrete data by performing arithmetic and logic processes on these data.

g. "Hardware system" is an operational or managerial entity of component units (Central Processing Units [CPU's], input/output devices, storage units, terminals, communications devices, etc.).

h. "Management/function/use classifications" are specific functional areas identified, defined, and coded by Federal agencies in a manner that best describes each agency's mission and program objectives.

i. "Mobile systems equipment" is ADP equipment installed on ships, planes, vans, or with military units which are deployed or subject to deployment in areas of active military operations against an enemy force.

6. Policies and procedures.

a. Objective. The ADP/MIS will provide an inventory and financial management information data base that will:

3

(1) Facilitate the management of ADP resources and data networks by Federal agencies;

(2) Assist OMB, GSA, the Civil Service Commission, and the Department of Commerce in carrying out their specific Government-wide responsibilities relating to ADP as delineated in OMB Circular A-71, Responsibilities for the administration and management of automatic data processing activities;

(3) Respond to the requirements of OMB Circular A-11, Preparation and submission of annual budget estimates;

(4) Provide for the identification and evaluation of ADP obligations according to the major management/function/use classifications which they support (e.g., the system will identify that portion of the total ADP expenditures of a department or agency directly attributable to major activities such as supply, agricultural production capacity, isotope development, military pay, etc.); and

(5) Provide for future development of additional subsystems which may become a part of the ADP/MIS or may be separate elements in the overall ADP/MIS. These future subsystems will be developed under Office of Federal Management Policy, GSA, direction with participation of involved agencies as the need arises.

b. ADP/MIS structure. The ADP/MIS is composed of two major systems: First, inventory management data; and second, financial management data. Both of these major systems will be composed of a series of subsystems (as shown below) designed to meet specific information requirements.

(1) ADP inventory management data system. This system is based on a set of Federal agency reports which feed the computer-based ADP inventory management data bank maintained by the Automated Data and Telecommunications Service (ADTS), GSA, for the use of all Federal agencies. The essential subsystem of this data bank is a perpetual inventory of all Federal ADP equipment by ADP unit. Other subsystems include:

(a) Manpower;

(b) Cost;

(c) Hardware system utilization; and

(d) Distribution of system use according to management/function/use classifications.

4

Overall policy direction for this system is in this circular, but detailed ADP/MIS reporting procedures are issued separately by ADTS.

(2) <u>ADP financial management data system</u>. This system is based on a set of agency reports providing basic financial data. This includes:

(a) Obligations for capital investments, in-house operations, contract services, and intra/inter-agency services;

(b) Man-years; and

(c) Summary totals of computers and systems.

Requirements for agency reporting are the responsbility of OMB and are being developed in cooperation with the Office of Federal Management Policy. These instructions will be issued at a later date and will also be included as an attachment to this circular. Other ADP financial management data requirements of OMB will remain in effect unless they are specifically rescinded.

(3) <u>Dissemination and release of ADP data bank information</u>. Coordination by GSA with the agency concerned is required prior to the release of data relating to cost, manpower, hardware system utilization, and management/function/ use of that particular agency, except that individual agencies may, if they so desire, delegate full or partial authority to ADTS to release such data without prior coordination.

7. <u>Responsibilities</u>.

a. The Office of Federal Management Policy, GSA, is responsible for:

(1) Approving the development and implementation of reporting subsystems and approving the reporting procedures for carrying out the provisions of this circular related to the ADP inventory management data system; and

(2) Coordinating the implementation of ADP financial management data system reporting requirements developed by OMB.

b. The Automated Data and Telecommunications Service, GSA, is responsible for:

5

(1) Developing and issuing the necessary reporting procedures for carrying out the provisions of this circular relating to inventory management data which are part of the data bank, including inventory of hardware, manpower, cost, hardware system utilization, management/function/use, and such other subsystems as may be approved for implementation;

(2) Establishing the hardware inventory on a perpetual basis;

(3) Maintaining the subsystems designated as part of the data bank;

(4) Responding to requests from agencies and others for data from the data bank; and

(5) Developing and/or participating in the development of reporting subsystems.

c. All agencies are responsible for:

(1) Developing internal implementing instructions to carry out the objectives of this circular;

(2) Furnishing the necessary data on an accurate and timely basis to comply with this policy directive;

(3) Ensuring the use of these data to improve management practices; and

(4) Recommending such changes, additions, or deletions to the ADP/MIS as they deem necessary to improve the effectiveness of the system.

8. Reporting requirement.

a. ADP inventory management data. The base date for the reporting of inventory management data was June 30, 1971. Changes to these data will be submitted as they occur. Agency reports will be transmitted in accordance with the reporting schedule set forth in the ADP/MIS Reporting Procedures to:
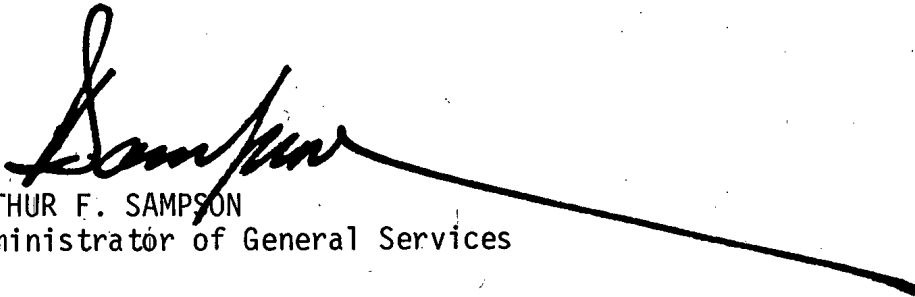
General Services Administration (CPM)
Washington, DC 20405

b. ADP financial management data. Reporting requirements will be developed in cooperation with OMB and will be issued at a later date.

6

9. **Inquiries.** Further information concerning this circular may be obtained by contacting:

> General Services Administration (AMD)
> Washington, DC   20405
>
> Telephone: IDS   193-43370
>   FTS   (202) 254-3370

ARTHUR F. SAMPSON
Administrator of General Services

(Note: This circular will be codified in the Code of Federal Regulations as 34 CFR 281.)

7

GSA DC 74-8809

were
finished with
& typed paras. 2+3. mary   29 March 74

Linda:

1. Distribution for FMC 74-2:

✓ DDM&S   - 1   ✓ ————
✓ OL   - 1   ✓ ————
✓ OF   - 1   ✓ ————
✓ OGC Library - 1   ✓ ————
✓ O/Compt   - 1 (FMC Book)   ✓
✓ DEY   - 1 (I have this copy)

Make Xerox copies for these {
✓ IPC/DDO   - 1   ✓ 1-23
  IPC/DDI   - 1   ✓ 21-24
  IPC/DDS&T   - 1   ✓ G D 62,
✓ D/OJCS   - 1   ✓ (Send through DDM&S) ←——
✓ - ISAS   - 1   ✓

2. Note on DDM&S copy:

Distribution of FMC 74-2 has been made
as follows: DDM&S, OL, OF, OGC, O/Compt, IPC/DDO,
IPC/DDI, IPC/DDS&T, ~~and~~ ~~_____~~
~~(copies attached)~~. ISAS, and OJCS (one copy attached).

It seems logical that action responsibility
for FMC 74-2 should be assigned to OJCS. With
this in mind, the OJCS copy of FMC 74-2 is

attached for your endorsement and forwarding to the D/OJCS.

3. Note on OJCS copy (send through DDN&S on R. Sheet)

Action responsibility for FMC 74-2 is assigned to OJCS. You should work closely with the O/Comptroller and ISAS in ~~reporting the~~ determining how reporting requirements (~~when~~ developed and issued) will be met.

4. You should keep a copy of COMPT 74-0422 (attached) with your file on FMC 74-2.

5. Do you normally keep in your FMC files copies of the transmittal notes (as in Par 2 & 3 above)? If not, suggest it might be useful for future reference purposes.

STAT

P . n.

FMC 74-2: ADP management information system (ADP/MIS)

STAT   **Comptroller**

4 APR 1974

**Deputy Director for
Management & Services**

**Director of Joint
Computer Support**

Action responsibility for
FMC 74-2 is assigned to OJCS.
You should work closely with
the O/Comptroller and ISAS
in determining how reporting
requirements (when developed
and issued) will be met.

/s/ John D. Jams

JOHN D. IAMS
Comptroller

Distribution:
  Orig - Addressee (thru DDM&S)
    (1) - BMS Subj. File
    1 - M&SG Chrono
STAT   O/Compt/M&SG[   ]:ml (3 Apr 74)

FMC 74-2

Director of Joint Computer Support
Room 2E23, Hqs.

Attached is another FMC covering subject matter
of interest to your office. I believe you received
and, in fact, have action responsibility for FMC 74-2
which was sent to you in early April 1974. Other
FMC's issued to date (numbering some 12 since mid-
1973) cover subject matter of no interest to OJCS.
However, if you would like to see the entire series,
please let me know and I will make them available for
your review. The DDA, D/L and the OGC Library also
have complete sets of the FMC series.

STAT

STAT 4E12, Headquarters   DDA Group, O/Compt

                                20 AUG 1974

Distribution:
Orig - Addressee
     1 - BMS file
     1 - AG Chrono

FMC 74-2: ADP management information system (ADP/MIS)

STAT   **Comptroller**   4   APR 1974

Deputy Director for
Management & Services

Distribution of FMC 74-2 has
been made as follows: DDM&S,
OL, OF, OGC, O/Compt,
IPC/DDO, IPC/DDI, IPC/DDS&T,
ISAS, and OJCS (copy attached).

It seems logical that action
responsibility for FMC 74-2
should be assigned to OJCS.
With this in mind, the OJCS
copy of FMC 74-2 is attached
for your endorsement and for-
warding to the D/OJCS.

/s/ John D. Iams

JOHN D. IAMS
Comptroller

Distribution:
  Orig - Addressee
    1 - BMS file
    1 - M&SG Chrono
STAT O/Compt/M&SG/   ml (3 Apr 74)